**LETTER OF RECOMMENDATION FORM**

**Promoting Underrepresented Minority Advancement in the Sciences (PUMAS) Program**

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| **Instructions**  As a scientific professor or mentor, you can use this form to assess the applicant’s potential performance in a laboratory setting. You are not required to use this form for your letter of recommendation but you may find it to be a helpful guide.   1. Complete Part A and C of the form. 2. Complete Part B of the form, or write your own letter of recommendation. 3. Send your letter to the applicant to upload with the rest of their application.   Letters of recommendation must be submitted with applicant’s submission materials.  PUMAS application **deadline: March 1, 2024** |

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| **PART A–APPLICANT** |

**Applicant First Name:**

**Applicant Last Name:**

**Applicant Performance:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Excellent | Above Average | Acceptable | Below Average | Unacceptable | No Basis for Judgment |
| Academic Professionalism |  |  |  |  |  |  |
| Motivation |  |  |  |  |  |  |
| Communication Skills |  |  |  |  |  |  |
| Scientific Enthusiasm |  |  |  |  |  |  |

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| **PART B–RECOMMENDATION** |

*Instead of completing Part B, you can write your own letter of recommendation and send it to the applicant with this form attached.*

1. **Describe the applicant’s strengths.**
2. **Describe the applicant’s weaknesses.**
3. **How long have you known the applicant and in what capacity?**
4. **Describe the nature of your interaction with the applicant.**

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| **PART C–RECOMMENDER** |

**Recommender First and Last Name:**

**Title:**

**Organization:**

**Work Address:**

**Email:**

**Phone Number:**

**Date:***Format: mm/dd/yyyy*

**Signature:**